



Step 1

1. Generate an initial list of questions.
2. Eliminate any questions that can be answered yes or no.
3. Eliminate any questions that can be answered from other sources: biographies, encyclopedias, other reference books.
4. What interests you about the perceptions of the person you are interviewing? Make a list of understandings, concepts, or attitudes you would like to find out about.
5. Using the sentence stems from your draft of questions, generate a list of final questions to be used in the interview.

Step 2

Checklist for Determining Great Interview Questions:

- ☐ Eliminate any questions that can be answered yes or no...
- ☐ Eliminate any questions that could be answered by looking in the handout, reference materials and/or textbook.
- ☐ Focus on questions that elicit evidence of a deep understanding;
 - v opportunity to share their thoughtful applications
 - rationale for actions or product
 - plan to be able to tell what works or what doesn't
 - v opportunity to share their insights, experiences, best advice, predictions, etc.

Step 3

Create matrix that will help you insure that you have at least one question designed to gather desired information from the person you are interviewing.

Directions:

1. Number your questions. The number of each question will correspond with the numbers across the top of the matrix.
2. In the left hand column, list the various topics about which you are interested in finding out.
3. Now place a check mark in the intersection of each question and each topic.
4. Do you have at least one question for each topic? Is there an equal distribution of questions per topic? If not, develop additional interview questions until each intersection in the matrix contains at least one check mark.

Matrix for assessing the completeness of your interview questions						
Topics About Which We Are Interested:	1	2	3	4	5	6